Dear All,

Congratulations!! on being shortlisted for RBS.

To proceed further company need your documents as a part of our Pre Employment Screening process. company invite you to complete your documentation (Photocopy submission & Original verification) as per documents checklist attached.

Request your presence as per below mentioned time & venue details -

**Date** - 25th & 26th July
You can choose any of the above mentioned date for documentation as per your convenience.

**Time:** 11.00am to 2.00pm (Both days)

**Important Notes:**

- Please carry your original documents & 2 photocopies for each document.
- Pan Card is a mandatory document on date of joining, apply now if you don’t have one.

**Venue** -
The Royal Bank of Scotland Group
Ground Floor, Delhi IT Park, DMRC Building, Shastri Park, Delhi - 110053.

**Pre-Employment Screening Document List**

Please provide at one document for each of the 5 checks below for your Pre Employment Screening. You may present the same document for more than one check if it is listed more than once.

*For example:* you may present your passport (with embedded photograph) for PORTW, POI and POR. This is because “Passport (with embedded photograph)” is listed under all 3 checks.

If you’re unable to provide a listed document for one of the checks, or have any questions, please speak to your Candidate Partner immediately.

---

**Proof of right to work (PORTW)**

- For non-Indian citizens; Passport (with embedded photograph) with valid Employment Visa
- or PIO card.
- For Indian citizens;
- Passport (with embedded photograph), or
- Work Permit (with embedded photograph), or
- PAN Card (with embedded photograph), or
- Voters’ ID Card (with embedded photograph), or
- Aadhaar card, or
- Birth Certificate, or
- Ration / Family Card

**Proof of identity (POI)**

- Passport, or
- Driving Licence (not provisional / temporary and with embedded photograph), or
- PAN Card (with embedded photograph), or
- Voters’ ID Card (with embedded photograph), or
- Marriage Certificate (with embedded photograph), or
- Aadhaar card, or
- Birth Certificate, or
- Ration / Family Card
### Proof of residency (POR)
*document needs to be in your name*

- Passport, or
- Driving Licence or
- Aadhaar card, or
- Voters’ ID Card, or
- Utilities Bill (gas / electricity / water / fixed line broadband bill / fixed line telephone only – not mobile), or
- Bank / Credit Card Statement, or
- Bank Loan document (personal / housing / education / consumer durables only), or
- Insurance Policy or Correspondence, or
- Tenancy Agreement / Hostel Receipt / Hostel Confirmation Letter, or
- Society Maintenance Bill / Confirmation Letter, or
- Vehicle Registration Document, or
- Ration / Family Card, or
- Valid Proof of Address Card issued by the Govt of India, Dept of Posts, or
- Residence Declaration Form (to be verified by 3rd Party PES Supplier)

If employees are unable to present one of the above mentioned documents as they live with their parents or husband/wife, the following evidence may obtained:

- If living with parents: PORTW acceptable document that shows employees full name and father’s/mother’s full name AND POR acceptable document in father’s/mother’s full name.
- If living with husband/wife: Marriage certificate that shows employees full name and husband/wife’s full name AND POR acceptable document in husband/wife’s full name.

### Proof of activity (POA)
*any three documents from the below mentioned list*

- Professional Reference Employment Check by directly verified with current and/or previous employer(s), or
- Experience / Service Certificate, or
- Offer / Appointment letter, or
- Salary Revision Letter, or
- Relieving Letter or Acceptance of Resignation Letter, or
- Confirmation of Employment Letter, or
- Evidence of redundancy / retrenchment, or
- Evidence of job applications and correspondence (including declines), or
- Formal registration with an employment agency, or
- Marriage certificate, or
- Travelling: Immigration stamp/s in the passport or formal documentation from a recognised travel company/airline evidencing travel during the period in question, or
- For childcare activity: child’s Birth Certificate, or
- For gaps in employment due to medical reasons: letter from recognised medical practitioner / hospital
- For students only: Online transcript / Education Marksheet / Passing Provisional Certificate / Degree Certificate / Receipts / Registration slip / Letter / Statement / Matriculation Card issued by the University / College / Professional Education Institute

### Education

- Final Degree Certificate, or
- Education Marksheet, or
- Highest Education Certificate, or
- Passing Provisional Certificate, or
- Verified by 3rd Party PES Supplier directly with the educational institution on highest relevant degree / qualification